

**LUCAS COUNTY DOMESTIC RELATIONS COURT
TOLEDO BAR ASSOCIATION PRO BONO
APPOINTED COUNSEL PROCEDURES**

OVERVIEW

The Domestic Relations Court has established a program of appointing attorneys to represent prospective litigants in divorce cases who are indigent and have minor children, and in domestic violence cases where no legal representation is available. The program has been funded by the Lucas County Commissioners. Fees for legal services will be paid at the rate of forty dollars (\$40.00) per hour with a maximum fee award of four hundred fifty dollars (\$450.00) per case.

An attorney participating in the program and accepting an appointment will also be assigned one case from the Pro Bono Program of the Toledo Bar Association for each appointment. The pro bono case will involve a divorce case with minor children, or a petitioner in a domestic violence case.

PROCEDURES

1. Applications to participate as appointed counsel are available at the Court Administrator's Office of the Domestic Relations Court. Proof of malpractice insurance must be submitted along with the completed application.
2. The application will include a commitment that the attorney will accept an appointment through the Pro Bono Program of a divorce case with minor children, or to represent a petitioner in a domestic violence case. Completed applications will be maintained by the Office of Court Administration. A list of eligible attorneys will be established.
3. Potential clients will be interviewed at the Pro Bono Program. The potential client will execute a release so that his/her name, address, telephone number and secondary telephone number can be faxed to the Court Administrator's Office.
4. The Court Administrator will telephone the next attorney on the appointment list regarding representation. If the attorney is unable to accept the appointment, his/her name shall be passed on the rotation.
5. If an attorney agrees to take a case, the Court Administrator will provide the attorney with the name, address, and telephone numbers for the potential client. The attorney will be sent an order of appointment, as well as, a fee application and a Motion to Suspend Costs.
6. The attorney will contact the potential client and arrange for an appointment. If no contact has been made within ten (10) working days, the attorney will provide

written notice to the Court Administrator of that fact. The Court Administrator will notify the Pro Bono Program. The attorney will be given another appointment.

7. The Court Administrator will notify the Pro Bono Program each time an attorney agrees to accept an appointment. The Pro Bono Program will contact the attorney with details of assignment to a Pro Bono case as agreed.
8. Within thirty (30) days of completion of all legal services in connection with the appointed and the pro bono cases, the attorney will submit the completed fee statement to the Court Administrator's Office.
9. Cases with assigned counsel and pro bono cases will be accorded docket preference, whenever possible.